

**27 APRIL 2001**

**Services**



**AETC COMMAND LODGING FUND (CLF) PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction follows guidance in AFPD 34-2, *Managing Nonappropriated Funds (NAFs)*, and AFI 34-201, *Use of Nonappropriated Funds*, and establishes responsibilities and procedures for administering the Command Lodging Fund (CLF) Program. It explains the functional roles of HQ AETC Comptroller and Services, and base-level Comptroller and Services entities. This instruction applies to all AETC Services commanders and chiefs of Services. This instruction does not apply to AETC-gained Air Force Reserve Command (AFRC) units or Air National Guard (ANG) units. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. See Attachment 1 for glossary and references of supporting information.

Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

## **1. Program Overview:**

1.1. This program serves as a financial tool to assist each AETC Lodging operation in maximizing facility enhancements through efficient distribution of lodging funds transferred within the command.

1.2. CLF is intended to ensure AETC Lodging activities meet the Air Force standards IAW AFI 34-246, *Air Force Lodging Program*, through a common cause approach. Contributions through excess cash pulls from each installation are collected to cover the command's annual capital lodging requirements.

1.3. Excess cash pulls from base lodging funds (BLFs) are done in accordance with the process at Figure 1. These funds are returned to BLFs based on the need for furnishings, NAF expendable equipment, vehicles for housekeeping, maintenance, and bulk purchases of supplies or amenities and uniforms. Apply the metrics at Figure 2 to achieve the resources necessary in support of the CLF program.

1.4. Use AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, Lodging Fund Matrix, chapter 6, and SAF/FMP memorandum dated 14 Mar 96, Lodging Fund Source Guidance, to determine appropriate fund source.

## **2. Responsibilities:**

### **2.1. Basic Authority:**

2.1.1. The CLF is administered by the fund custodian, HQ AETC/SVF, as directed by AETC/CV and the Nonappropriated Funds Council and approved by AETC/CC.

2.1.2. The AETC Finance and Audit Committee is a subcommittee to AETC NAF Council and provides guidance on the administration and execution of the CLF program.

2.1.3. The CLF is the successor fund for base-level funds and responsible for covering all debts in the event BLFs become insolvent.

### **2.2. Major Commander (MAJCOM):**

2.2.1. Supervises all nonappropriated fund instrumentalities (NAFI) within the command and administers command-level NAFIs (AFI 34-201, paragraph 2.2).

2.2.2. Appoints NAF Finance and Audit Committee (F&A) membership and current standing authorities for handling scope and cost increases, and out-of-cycle requirements exceeding \$25K.

2.2.3. Appoints the NAFs Council membership to administer the CLF program and review grant execution.

2.2.3.1. Approves changes in cash pull formula.

2.2.3.2. Approves the annual CLF grant program based on anticipated cash pull forecasts.

2.2.3.3. Approves interior design packages for purchase of furnishings, lighting fixtures, draperies/bedspreads, wall covering, and carpeting for all distinguished visitors quarters (DVQ), including standard case good selections (AFI 34-201, paragraph 2.5.1).

2.2.3.4. These actions may be delegated to AETC/CV.

### **2.3. MAJCOM Services (HQ AETC Director of Services [SV]):**

2.3.1. Executes the CLF based on program guidance provided by AETC/CC (or CV if so delegated).

2.3.2. Approves emergency expenditures from CLF up to \$25K per incident.

2.3.3. Reviews quarterly cash flow to determine if additional grants may be authorized based on excess cash availability.

### **2.3.4. Resource Management Division (SVF):**

2.3.4.1. Reviews NAF Requirements Budget (NRB) submission to ensure compliance with applicable Air Force instructions and availability of funds. Forwards NRBs to SVX for review. Coordinates requests with HQ AETC/CECI.

2.3.4.2. Executes procurement actions for all approved CLF grants (excludes authorized government purchase card (GPC) purchases, see paragraph 2.7.2.6).

2.3.4.3. Presents the annual CLF Grant Program to the AETC NAFs Council for recommendation of approval.

2.3.4.4. Presents the council with out-of-cycle approvals for grants handled through either staff action or within current standing authority restrictions.

2.3.4.5. After HQ AETC/CC approval, HQ AETC/SVF assigns a CLF grant number to each approved project and sends a memorandum to installation commanders and base-level services notifying the bases of approved grants (Attachment 2). Reference this number on all purchase orders, invoices, receiving reports, payments, and correspondence relating to each specific grant on all future correspondence.

2.3.4.6. In coordination with HQ AETC/SVX, identifies, prioritizes, and submits grants requiring interior design assistance into the HQ AETC/CECI design schedule. Provide grant requirements to HQ AETC/CECI annually by 15 May with an expected completion date no later than 30 Sep.

2.3.4.7. Informs the bases of the design schedule.

2.3.4.8. Reviews and validates purchase requests for installation commanders' grants. Coordinates approval with HQ AETC/SVX and processes purchase orders. Forwards copies of purchase orders to base NAF Accounting Office (AO). Purchases for installation commanders' must be completed by 31 Dec of each year unless advance approval is received.

2.3.4.9. Tracks all grants for obligations through completion using 6-part folders.

2.3.4.9.1. Grants are for specific requirements and will not be transferred to other grants or requirements without written justification from the services commander/chief and approval by HQ AETC/SV. HQ AETC/SVF will coordinate with HQ AETC/SVXM staff.

2.3.4.9.2. Grants must be completed by 30 Sep of the fiscal year in which they were issued. Waivers will only be granted for unusual or unknown circumstances that prevent timely execution, for example, discovering of termites or asbestos.

2.3.4.9.3. Requests for waiver must be signed by the installation commander and forwarded by 30 Jun to HQ AETC/SV.

### **2.3.5. Plans and Force Management Division (SVX):**

2.3.5.1. Reviews and validates base NAF Requirement Budgets (NRB).

2.3.5.2. Prioritizes all base requirements, focusing on most urgent need, and recommends funding order to HQ AETC/SVF.

2.3.5.3. Reviews design packages and forwards them to base lodging managers. Bases are given 30 days to review interior design packages. Provides copies of the design packages to HQ AETC/SVF for inclusion in CLF folder.

## **2.4. MAJCOM Engineering (CE):**

2.4.1. Supports the CLF through dedicated interior design services provided by the Interior Design Branch (CECI). CECI:

2.4.1.1. Works directly with the BLF manager and/or base interior designer during the design phase of their grants. CECI must notify HQ AETC/SVX of any proposed project changes in items and/or cost estimates.

2.4.1.2. Provides HQ AETC/SVF/SVX with an estimated completion date by grant and base.

2.4.1.3. Forwards completed packages to HQ AETC/SVF/SVX for review and forwarding to base lodging managers.

2.4.1.4. Notifies HQ AETC/SVF/SVX when they cannot meet the annual suspense date.

2.4.2. Keeps the SV staff apprised of companion APF lodging projects in order to minimize scheduling disruptions.

## **2.5. MAJCOM Comptroller (FM):**

2.5.1. Oversees the CLF execution and monitors compliance with financial policy and management.

2.5.2. Supports the CLF through oversight of annual program execution and review of the rate determination package.

2.5.3. Chairs the NAF F&A Committee. The F&A Committee is responsible for recommending financial policies, standards, and goals affecting the CLF for NAFs Council review and AETC/CC approval.

2.5.4. Performs periodic reviews on CLF execution, identifying problem areas, and providing SVF with recommended solutions.

2.5.4.1. The Nonappropriated Fund Financial Analyst (NAFFA) accompanies the Lodging Management Assistance Team (LMAT) in reviewing base-level lodging operations when scheduling permits.

2.5.4.2. NAFFA identifies most urgently needed requirements for possible CLF funding. In conjunction with the LMAT team, assists in the prioritization of requirements, and ensures funding matrix is followed. Provides recommendations on funding based on limited resources.

## **2.6. Installation Commander:**

2.6.1. Approves, disapproves, or amends NAF Council meeting minutes and other NAF Council recommendations regarding the BLF budgets and capital requirements execution.

2.6.2. Establishes standard case good selection in the event the current selections are discontinued.

2.6.3. Identifies where funds dedicated under the installation commanders' grant will be used.

## **2.7. Base-level Services:**

### **2.7.1. Services Commander/Chief of Services:**

2.7.1.1. Ensures personnel from lodging and the NAF AO are properly trained.

2.7.1.2. Ensures lodging manager (SVML) and resource management flight chief (RMFC) jointly develop the 5-year capital requirements budget to incorporate AF requirements.

2.7.1.3. Ensures CE has reviewed NRBs for possible APF companion requirements and that such requirements are identified for funding in base FINPLAN.

### **2.7.2. Resource Management Flight:**

2.7.2.1. RMFC or NAF accounting office manager (NAF AOM) requests CLF reimbursement to pay for approved GPC purchases.

2.7.2.2. NAF AOM must know the status of each CLF grant. Provides HQ AETC/SVF a monthly status report by the 15<sup>th</sup> workday following the end of the month (Attachment 3).

2.7.2.3. The RMFC is responsible for reviewing the lodging operations 5-year NRB by facility and activity (for example, 31, 35, 36, 37, 38) and provides guidance on quarterly updates.

2.7.2.4. The RMFC is responsible for obtaining base-level budget approval through their NAF Council. Forward the budgets to HQ AETC/SVF no later than the 15<sup>th</sup> of the month preceding the start of each quarter.

2.7.2.5. The RMFC must provide HQ AETC/SVF a copy of approved NAF Council minutes.

2.7.2.6. The NAF AO will send purchase requests for all GPC, petty cash, and case goods (furnishings) or soft goods (for example, draperies, bedspreads) replacements to HQ AETC/SVF for review and validation prior to procurement from vendor. Funds are not considered authorized without prior approval from HQ AETC/SVF.

2.7.2.7. The NAF AO will send remaining documentation to HQ AETC/SVF no later than 5 days after completion of purchase, receipt of services/merchandise, and payment. For example, receiving documents, invoices, and proof of payment (check copy or electronic fund transfer [EFT] payment verification) for reimbursement.

2.7.2.8. When grants are complete and all bills reimbursed, notify HQ AETC/SVF within 15 days to deobligate all remaining funds allocated to the grant.

2.7.2.9. The RMFC will forward vehicle requests, which must include vehicle analysis with complete justification.

**2.7.3. Combat Support Flight.** Coordinates on all correspondence and actions related to the CLF program.

**2.7.4. Lodging Manager (SVML):**

2.7.4.1. Must know the status of each CLF grant at all times.

2.7.4.1.1. SVML is responsible for advising their respective NAF AOM of any anticipated delays in execution of the CLF projects.

2.7.4.1.2. NAF AO is responsible for providing AETC/SVF the status of all grants monthly to include all projected delays with estimated completion dates. SVML must request in writing extensions of execution time lines through the installation commander.

2.7.4.2. Identifies and budgets for day-to-day requirements such as guest amenities and supplies, resaleable merchandise, personnel costs, and maintenance of NAF-owned property, etc. Emergency purchases or unforeseen requirements under \$2.5K may be identified for local funding; however, this will not be done to circumvent the CLF program or piecemeal purchases. Requests for valid requirements above this amount will be forwarded through the SPTG/CC to HQ AETC/SV.

2.7.4.3. Prepares the 5-year NRB by facility and activity (31, 35, 36, 37, 38), and updates quarterly as required. The budget must include quantity and unit cost of items requested. Prioritize the first 2 years by quarter and the last 3 by year. The budget process is the key to this program.

2.7.4.4. Presents the NRB to the base NAFs Council for recommendation to the installation commander for approval.

2.7.4.5. Bases the projected replacement budget on the condition and age of furnishings. Considers refinishing case goods instead of replacement. Furnishings estimated life expectancies are listed in Attachment 4 and will be used unless there are extenuating circumstances. Case good standards are at Attachment 5.

2.7.4.6. Selects like items if selected style of furniture is not part of a complete upgrade project, such as worn draperies with same design color. Obtains and documents written or telephonic purchase authority from the command interior designer prior to forwarding purchase request to the NAF AO.

**2.8. Base-level Comptroller (FM):**

2.8.1. Oversees the financial operation of the base-level lodging fund through the base-level NAFFA.

2.8.1.1. NAFFA conducts periodic reviews to ensure effective utilization of available lodging facilities.

2.8.1.2. NAFFA conducts quarterly reviews of CLF execution to ensure balance sheet accounts properly identify outstanding requirements, purchases, and remaining MAJCOM funding obligations.

2.8.2. Identifies CLF projects not meeting the required time lines and offers solutions/recommendations to accelerate project execution to meet MAJCOM deadlines.

2.8.3. Reviews lodging internal controls for possible weaknesses relating to cash, accounts receivable, management of front desk operations, accounting documentation, and separation of employee duties to decrease the possibility of pilferage and misuse of lodging revenues and other resources.

2.8.4. Ensures items identified by the BCE for APF requirements are listed in the FINPLAN for funding in year of execution.

### **3. Out-of-Cycle Requirements and Operational Grants:**

3.1. Request emergency requirements for out-of-cycle funding by providing full justification of the emergency requirement to HQ AETC/SVF.

3.2. Bases may request an operational grant to sustain operations.

3.2.1. The RMFC determines if an operational grant is necessary and notifies SVML and services commander/chief. The RMFC prepares a memorandum for installation or support group commander signature requesting an operational grant, a cash flow forecast, which includes cash on hand, and estimated receipts and disbursements for the next 30 days by week. Format for cash flow is available from HQ AETC/SVF.

3.2.2. Services commander/chief signs memorandum addressed to HQ AETC/SVF for approval.

3.2.3. If approved, HQ AETC/SVF transfers funds to the base to meet operational costs. Operational grants do not require an assigned number. See paragraph 7.1.8 for the accounting entry.

### **4. Excess Cash Computation:**

4.1. HQ AETC/SVF will calculate and pull excess cash using the process in Figure 1. Bases must inform HQ AETC/SVF if they have other requirements, not reflected in the end of month balance sheet, NLT the 10<sup>th</sup> of the month. HQ AETC/SVF will use these figures in their calculations.

4.2. Cash on hand as of the last day of the previous month (balance sheet account 101).

4.3. Accounts receivable as of the last day of the previous month (balance sheet account 111).

4.4. Current liabilities (201 – 249) (do not include CLF grants payable, GLAC 2011, in this amount).

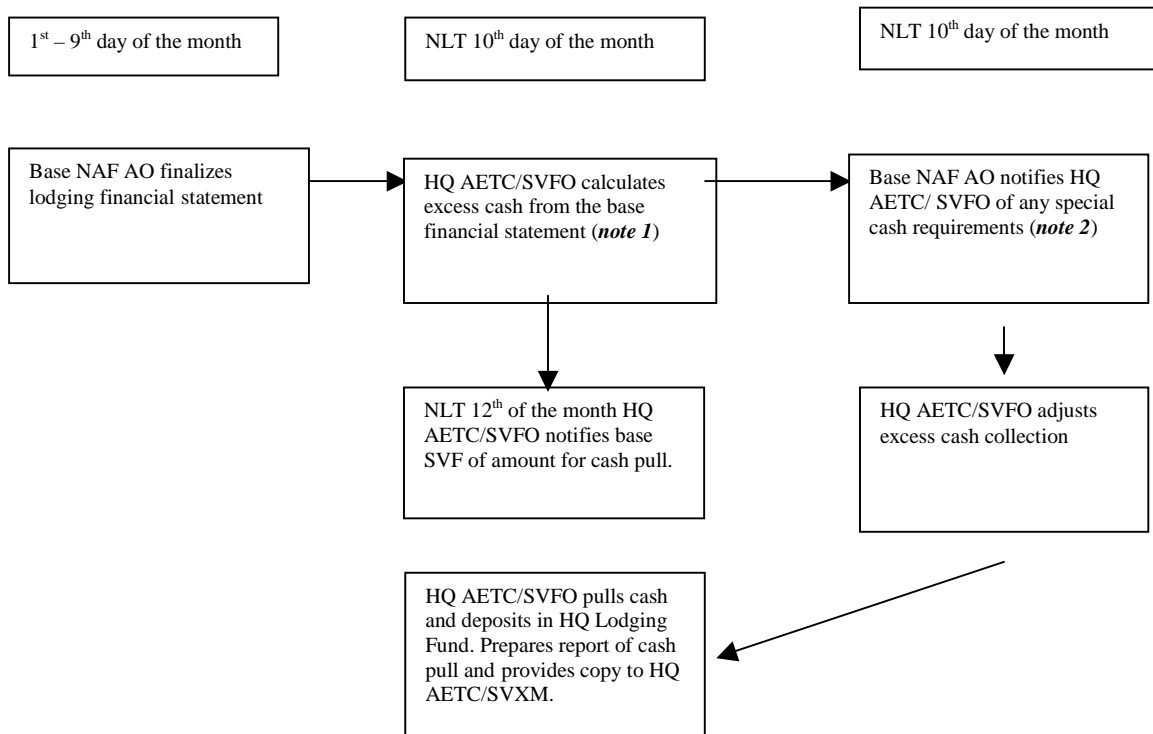
4.5. Outstanding purchases (273-275).

4.6. Other requirements. SVML/RMFC must fully explain and justify NLT 10<sup>th</sup> of each month. For example, unexpected overtime can be incorporated into the formula. Collection time on accounts

receivable will fall into this category also – Defense Finance Accounting System payments can take as long as 90 days to receive.

4.7. Excess cash is cash on hand plus accounts receivable minus current liabilities and outstanding purchases. HQ AETC/SVF will review calculations and evaluate cash position of the lodging fund at the time of the actual excess cash pull.

**Figure 1. Excess Cash Pull Process.**



**NOTES:**

1. Formula as specified in paragraph 4.7.
2. Such as emergency buys and uncollectable accounts receivable.

**5. Lodging Metrics:**

5.1. See Figure 2 for financial management standards with a lodging metric to assess financial condition.

**Figure 2. Lodging Metric for Assessing Financial Condition.**

Most Recent Quarters Adjusted Net Income	+	Acceptable	Commander Involvement
	-	Commander Oversight	MAJCOM Oversight
Prior Quarter's Adjusted Net Income	+	Acceptable	Commander Involvement
	-	Commander Oversight	MAJCOM Involvement
Second Prior Quarter's Adjusted	+	Acceptable	Commander Involvement MAJCOM Oversight



Net Income ( <i>note 1</i> )	-	Commander Oversight	HQ AFSVA/SVOHL Involvement ( <i>note 1</i> )
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**NOTE:**

1. HQ AFSVA involvement is required when the BLF fails to meet the standard for a rolling 12-month period and current quarter.

5.2. How to use the lodging metric:

5.2.1. Determine the fiscal year-to-date adjusted net income/loss—net income adjusted for depreciation (NIAD).

5.2.2. If the result is a profit and the most recent quarter has a net profit, your lodging fund is in sound financial condition.

5.2.3. If either the fiscal year-to-date or the most recent quarter resulted in a loss, the financial status of the fund is not acceptable, and the installation commander's involvement is necessary.

5.2.4. If both the fiscal year-to-date and the most recent quarter resulted in a loss, MAJCOM involvement is required.

**5.3. Lodging Management Standards:**

5.3.1. The lodging financial management standards are:

5.3.1.1. 7-15% NIAD.

5.3.1.2. Acid test ratio of .75:1.

5.3.1.3. Current ratio of 2:1 cost of goods goal: 55-65% (according to sales mix analysis).

5.3.2. MAJCOM involvement is required when the BLF fails to meet the standard for two consecutive quarters. SVML, in coordination with the RMFC, prepares an initial assessment explaining the causes and corrective actions. Submit to HQ AETC/SVF NLT the 15<sup>th</sup> calendar day of the month following the quarter reported.

5.3.3. HQ AFSVA involvement is required when BLF fails to meet the standards for a rolling 12-month period and the current quarter. SVML, in coordination with the RMFC, prepares an initial assessment to HQ AETC/SVF NLT 15<sup>th</sup> calendar day of the month following the quarter reported. SVML will also prepare an action plan, to include a proforma financial statement, for HQ AETC/SVF NLT the 45<sup>th</sup> calendar day after the quarter reported, in coordination with the RMFC and signed by the installation commander. MAJCOM will advise HQ AFSVA of the proposed corrective action.

**6. Tracking Procedures:**

6.1. The NAF AO and BLM will use AETC Form 34, **Command Lodging Fund (CLF) Grant Tracking**, to track each grant (Attachment 6).

6.2. Annotate the spreadsheet, and keep a running total of the balance remaining on each grant as the base obtains authority to obligate funds.

6.3. Base SVML prepares a receiving report and forwards to the RMFC on the date merchandise is received.

6.4. The RMFC receives the receiving report. Upon receipt and payment of the invoice for merchandise or services received, SVF requests funds from HQ AETC/SVF to pay the amount due the vendor. Request may be faxed to HQ AETC/SVF with a copy of the signed receiving report, invoices, and proof of payment (EFT transfer documents). Request funds without considering BLF's cash flow position.

6.5. The NAF AO and BLM will reconcile the tracking sheets monthly prior to close out of the financial statements.

## 7. Recording CLF Transactions:

7.1. Use general ledger account codes (GLAC) to record transactions for the CLF grant program.

7.2. The RMFC prepares an entry for the recurring journal voucher (RJV) set up in the Field Accounting System, reserving prior year fund equity for the capital requirements and identifying the proposed share of the AETC CLF:

GLAC 277	Capital Requirements – Total	Credit
GLAC 278	Capital Requirements – MAJCOM Funded	Debit
GLAC 290	Fund Equity – Prior Year	Debit

7.3. The RMFC and SVML receive the grant obligation authority memorandum. Adjust balance sheets accounts to reflect approved funding.

7.4. The RMFC orders the approved fixed assets or bulk purchases of expendable equipment and adjusts the reserve equity accounts:

GLAC 273	Outstanding Orders – Total	Credit
GLAC 277	Capital Requirements – Total	Debit
GLAC 274	Outstanding Orders – MAJCOM Funded	Debit
GLAC 278	Capital Requirements – MAJCOM Funded	Credit
GLAC 290	Fund Equity – Prior Years	Debit/Credit

7.5. The base receives ordered fixed assets or expendable equipment/supplies. The RMFC establishes accounts payable, records assets on property, records bulk purchases meeting criteria IAW AFI 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, chapter 7, on property list and expenses, other expendable equipment/supplies used immediately, or updates prepaid accounts. The RMFC also establishes MAJCOM receivable (GLAC 1141) and adjusts reserve equity accounts (GLAC 287 00).

7.6. The RMFC receives the dollar transfer for the approved purchase through the Cash Management and Investment Program (CMIP). The RMFC prepares a journal voucher (JV) to record the receipt of

the cash (debit GLAC 101 – Cash in Bank) and reduces the MAJCOM receivable (credit GLAC 1141 – MAJCOM Receivables).

7.7. The RMFC confirms with HQ AETC/SVF that excess BLF cash is available for withdrawal. When the RMFC receives notification from the CMIP that HQ AETC/SVF withdrew the excess cash, the RMFC prepares a JV to record transfer:

Base	MAJCOM
GLAC 101 –Cash in Bank (CIB)	GLAC 287-TE Credit
GLAC 287 – Transferred Equity (TE)	GLAC 101-CIB Debit

7.8. The installation or support group commander submits request for operational cash to meet current cash requirements. When the RMFC receives notification from the CMIP that HQ AETC/SVF transferred the required cash; the RMFC prepares a JV to record transfer:

Base	MAJCOM
GLAC 101 – Cash in Bank	GLAC 287-TE Debit
GLAC 287 – Transferred Equity	GLAC 101-CIB Credit

#### 8. Forms Prescribed. AETC Form 34.

MICHAEL A. PACHUTA, Colonel, USAF  
Director of Services

#### 6 Attachments

1. Glossary of References and Supporting Information
2. Sample Memorandum to Obligate Funds
3. CLF Grant Summary - Monthly Report
4. Furnishings and Equipment Replacement Schedule
5. Lodging Case Goods
6. AETC Form 34, Command Lodging Fund (CLF) Grant Tracking

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-201, *Use of Nonappropriated Funds*  
AFI 34-209, *Nonappropriated Fund Financial Management and Accounting*  
AFMAN 34-214, *Procedures for Nonappropriated Fund Financial Management and Accounting*  
AFI 34-246, *Air Force Lodging Program*  
AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*  
SAF/FMP, Memorandum dated 14 Mar 96

***Abbreviations and Acronyms***

**AFI**—Air Force instruction  
**AFMAN**—Air Force manual  
**AFRC**—Air Force Reserve Command  
**AM**—accounting manager  
**ANG**—Air National Guard  
**AO**—accounting office  
**APF**—appropriated fund  
**BLF**—base lodging fund  
**BLM**—base lodging manager  
**CIB**—cash in bank  
**CLF**—command lodging fund  
**CMIP**—cash management investment program  
**DVQ**—distinguished visitors quarters  
**EFT**—electronic fund transfer  
**F&A**—finance and audit committee  
**GLAC**—general ledger account code  
**GPC**—government purchase card  
**HQ AETC**—Headquarters Air Education and Training Command  
**JV**—journal voucher  
**LMAT**—lodging management assistance team  
**NAF**—nonappropriated fund  
**NAFFA**—nonappropriated fund financial analyst  
**NAFI**—nonappropriated fund instrumentality  
**NIAD**—net income adjusted for depreciation  
**NRB**—nonappropriated fund requirements budget  
**RJV**—recurring journal voucher  
**RMFC**—resource management flight chief  
**TE**—transferred equity  
**VAQ**—visiting airman quarters  
**VOQ**—visiting officer quarters

*Terms*

**Purchase Order**—AF Form 2209, Nonappropriated Fund Order for Supplies or Services

**Purchase Request**—AF Form 9, Request for Purchase

**Attachment 2****SAMPLE MEMORANDUM TO OBLIGATE FUNDS**

MEMORANDUM FOR XX SVS/CC

FROM: HQ AETC/SVF

1850 1st Street West, Suite 3  
Randolph AFB TX 78150-4308

SUBJECT: Funding Approval for FY01 Command Lodging Fund (CLF) Grants

1. Your FY\_\_ CLF grants are approved as noted on the attached spreadsheet. Be advised purchase requests for your installation commander's grants must be obligated within 90 days and completed within 150 days. HQ AETC/CECI will contact your lodging manager for grants requiring interior design assistance. Please remember interior design packages must be approved and returned to HQ AETC/SVF within 45 days of receipt of the design package for purchasing. Delays in providing concurrence/approval may necessitate lower funding priorities. Concerns over item selection should be worked through the interior designer for resolution. All grants must be completed within 12 months from the date of this memorandum. Projects are considered completed when all items are received, payments made, and reimbursement requested and received.

2. Please ensure your lodging manager and Nonappropriated Funds Accounting Office review AETCI 34-201, *AETC Command Lodging Fund (CLF) Program*, for their particular areas of responsibility. This publication is available on the command's website at: <http://www.aetc.randolph.af.mil/im>. Extensions of time limits for all grants require valid justification; such as design packages are not complete, via a memorandum from you to HQ AETC/SV. With your help, the CLF program will continue to provide quality upgrades to the Air Force's largest collective lodging operations. Our POC is Ms. Vivian Kebodeaux, HQ AETC/SVFF, DSN 487-7355.

CAROLYN R. BENTLEY  
Chief, Resource Management Division  
Directorate of Services

Attachment:

FY\_\_ AETC Command Lodging Fund (CLF) Grants

cc:

HQ AETC/CECI/SVXM  
\_\_ SVS/SVF/SVML

## Attachment 3

## CLF GRANT SUMMARY - MONTHLY REPORT

CLF#	Project Description	GRANT AMOUNT	AMOUNT ON ORDER	ACCOUNTS PAYABLE	AMOUNT PAID	BASE BALANCE	AWAITING REIMBURSEMENT	AMOUNT REIMBURSED	AETC GRANT BALANCE	STATUS & REASON FOR DELAY
00-021	Replace drapes, bedspreads, minibeds, nightstand arm chairs, VOO DIV suites, B663	18,700.00	10,200.00	4,500.00	3,200.00	800.00	1,800.00	1,400.00	17,300.00	All items on order, awaiting delivery
00-022	Replace 8 tables & 8 chairs, VOO DIV suites, B668	13,200.00	0.00	0.00	12,900.00	300.00	0.00	12,900.00	300.00	Project complete, all items received, paid and reimbursed
00-023	Supplemental funding of uniforms, Lodging requirements	15,000.00	0.00	8,540.00	375.00	6,085.00	0.00	375.00	14,625.00	All items received
<b>FY00 SubTotal</b>		<b>46,900.00</b>	<b>10,200.00</b>	<b>13,040.00</b>	<b>16,475.00</b>	<b>7,185.00</b>	<b>1,800.00</b>	<b>14,675.00</b>	<b>32,225.00</b>	
01-001	Replacement uniforms, front desk, management, admin, residential workers, housekeepers	17,800.00	11,000.00	0.00	375.00	3,621.00	0.00	375.00	16,701.00	Lodging manager is preparing request to purchase remaining uniforms
01-002	Replace mattresses/boxsprings & TVs, VOO DIV suites, B665	10,275.00	7,095.00		3,000.00	30.00	0.00	3,000.00	7,275.00	Mattresses/box springs on order. Command bar of TVs
01-003	Replace bedlinens, nightstands, VAO, B1817	17,800.00	10,750.00	0.00	0.00	1,300.00	0.00	0.00	17,800.00	Bedlinens, nightstands on order, awaiting delivery
01-005	Replace carpet, wallcover, TVs, microwave, bedspreads, drapes, minibeds, VOO, B668	119,200.00	35,000.00	111,000.00	9,800.00	3,300.00	0.00	9,800.00	100,500.00	All items on order, awaiting delivery
01-004	Paint interior walls or wallcover, replace vinyl flooring, drapes, bedspreads, TLF units	58,250.00	52,250.00	0.00	0.00	36,000.00	52,250.00	0.00	58,250.00	All items on order, awaiting delivery, 3-22-00 - Rev'd. Command approval to increase funds authority by \$30,500
01-005	Replace carpet in VOO lodging lobby	4,800.00	0.00	0.00	4,000.00	30.00	0.00	4,000.00	10.00	Project complete, all items received, paid and reimbursed
<b>FY01 SubTotal</b>		<b>296,715.00</b>	<b>120,175.00</b>	<b>111,000.00</b>	<b>17,225.00</b>	<b>40,315.00</b>	<b>52,250.00</b>	<b>17,225.00</b>	<b>279,490.00</b>	

## Attachment 4

## FURNISHINGS AND EQUIPMENT REPLACEMENT SCHEDULE

## A4.1. Fixed assets:

<u>Item</u>	<u>Rule of Thumb Life Expectancy in Years</u>
1. Upholstered Sofas, Lounge Chairs, Desk/Dining	
a. VOQ and VAQ	6 – 7
b. TLF	2 – 3
2. Mattress and Box Springs	7 – 10
3. Draperies	4 – 7
4. Bedspreads <sup>1</sup>	3 – 5
5. Artwork, Artificial Plants, Decorative Items	5 – 7
6. Lamps	7 – 10
7. Television, VCR, Stereo, Microwave Oven	9 – 10
8. Refrigerator, Stove, Ice Machine <sup>2</sup>	3 – 15
9. Wall Covering	7 – 10
10. Carpet	7 – 8
11. Vehicles	10 – 12
12. Case Goods (headboards, night stands, etc.)	10 – 14
13. Lobby Furnishings	6 – 8
14. TLF Sleeper Sofa	2 – 3

## A4.2. Back-up stock readily available (maximum percentage of stock currently being used):

1. Case goods, mattress and box springs, artwork, decorative items	3%
2. Upholstered furnishings (except TLF sleeper sofa)	3%
3. TLF Sleeper Sofa	10% - 20%
4. Draperies	10%
5. Bedspreads <sup>1</sup>	
6. Lamps	3%
7. Television, VCR, Microwave Oven	5%
8. Refrigerator, Stove, Ice Machine <sup>2</sup>	CE responsibility

**NOTES:**

1. Order two bedspreads per bed when you purchase the initial CLF order of bedspreads for replacement and cleaning purposes. This will provide sufficient backup to meet life cycle requirements.
2. APF expenditure. CE responsibility



## Attachment 5

## LODGING CASE GOODS

LEGEND
K – KINCAID
T – THOMASVILLE
AM – AMERICAN OF MARTINSVILLE
RB – RODCO-BRANDT
M – MISSION OAKS

BASE	STANDARD CASE GOODS
<b>Altus</b>	VAQ: T Sonoma Ridge
	TLF: T Sonoma Ridge
	DVQs: T Fisher Park
	Corner DVs: T Winston Court
<b>Columbus</b>	VOQ: AM Georgian Collection
	VAQ: AM Georgian Collection
	TLF: RB Bar Harbor
	DVQs: T Collector's Cherry
<b>Goodfellow</b>	VOQ: RB Bar Harbor
	VAQ: RB Bar Harbor
	TLF: RB Bar Harbor
	DVQs: AM American Ancestry
<b>Keesler</b>	VOQ: AM Perception
	VAQ: AM Perception
	TLF: AM Perception
	DVQs: AM Georgian Collection
<b>Lackland</b>	VOQ: RB Bar Harbor
	VAQ: RB Bar Harbor
	TLF: RB Bar Harbor
	DVQs: T Lakehouse
<b>Laughlin</b>	VOQ: RB Custom Scrubbed Oak
	VAQ: RB Custom Scrubbed Oak
	TLF: RB Custom Scrubbed Oak
	DVQs: K Governor's Oak
<b>Little Rock</b>	VOQ: K Whalehead Oak
	VAQ: K Whalehead Oak
	TLF: N/A
	DVQs: Winston Court
<b>Luke</b>	VOQ: M American Artifacts
	VAQ: M American Artifacts
	TLF: M American Artifacts
	DVQs: T American Revival
<b>Maxwell/Gunter</b>	VOQ: AM Cherry Grove
	VAQ: AM Cherry Grove
	TLF: AM Cherry Grove

	DVQs: AM Georgian Collection
<b>Randolph</b>	VOQ: AM Perception
	VAQ: AM Perception
	TLF: AM Perception
	DVQs: T Collector's Cherry
<b>Sheppard</b>	VOQ: T Lakehouse
	VAQ: T Lakehouse
	TLF: RB Bar Harbor
	DVQs: T Collector's Cherry
<b>Tyndall</b>	VOQ: DCI Oxford
	VAQ: DCI Oxford
	TLF: DCI Oxford
	DVQs: T Mahogany
<b>Vance</b>	VOQ: AM Perception
	TLF: AM Perception
	DVQs: AM Georgian Collection

**NOTE:** If selected case goods are discontinued, coordinate with HQ AETC/SVXM to select a substitute.

## Attachment 6

## AETC FORM 34, COMMAND LODGING FUND (CLF) GRANT TRACKING

COMMAND LODGING FUND (CLF) GRANT TRACKING					
BASE	PROJECT NUMBER	DESCRIPTION OF PROJECT			GRANT AMOUNT
Randolph AFB	02-001	Mattress sets & televisions for Bldg 820			\$40,000.00
INSTRUCTIONS: Use one form per grant project. Enter the approved grant amount under the "Available Balance" column. List all obligations (AETC approved purchases) in the "Obligation Amount" column. Enter the obligation or payment reference number in the "Document Reference Number" column and the amount paid in the "Transferred Equity/Reimbursed Amount" column after approved purchases are received and notification of payment or reimbursement from HQ AETC/SVFO is received. The available balance is the actual grant balance after HQ AETC/SVF approved purchases and payment are complete. Annotate any relevant information under the remarks section (i.e., types and number of items purchased, etc.)					
DOCUMENT DATE	DOCUMENT REFERENCE NUMBER	OBLIGATION AMOUNT	TRANSFERRED EQUITY / REIMBURSED AMOUNT	AVAILABLE BALANCE	REMARKS
(Date Approved)				(Approved grant amount) \$40,000.00	
20010930				\$40,000.00	
20011015	AETC-F-31-02-00	\$12,000.00		\$40,000.00	TV's obligated
20011015	AETC-F-31-02-00	\$26,000.00		\$40,000.00	Mattress sets obligated
20011206	ED1421		\$12,000.00	\$28,000.00	TV payment
20011208	ED1427		\$16,000.00	\$12,000.00	Mattress sets part. pay
20011215	ED1431		\$9,500.00	\$2,500.00	Mattress sets payment
20011221	GPC Purchase	\$950.00		\$2,500.00	TVs (GPC purchase)
20020106	ET02-034		\$950.00	\$1,550.00	TVs GPC Purchase
				\$1,550.00	CLOSED
				\$1,550.00	
				\$1,550.00	
				\$1,550.00	
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				\$1,550.00	

AETC FORM 34, 20010101 (EF-V2)